

*Michigan
School Readiness
Program
2008-2009
Competitive Continuation
Application*

Judy Levine,
Education Consultant
Michigan
Department of Education
Office of
Early Childhood Education
and Family Services

Recorded Sections

- Introduction
- Logging In
- Initiating the Application
- Designating the Proper Application
- Walking Through the Application Menu
- Putting The Budget Together
- The Program Components (parts 1-3)
- Application Status
- Resources

Logging into MEGS

Use the Login and Password obtained from the MEIS Registration Process to login.

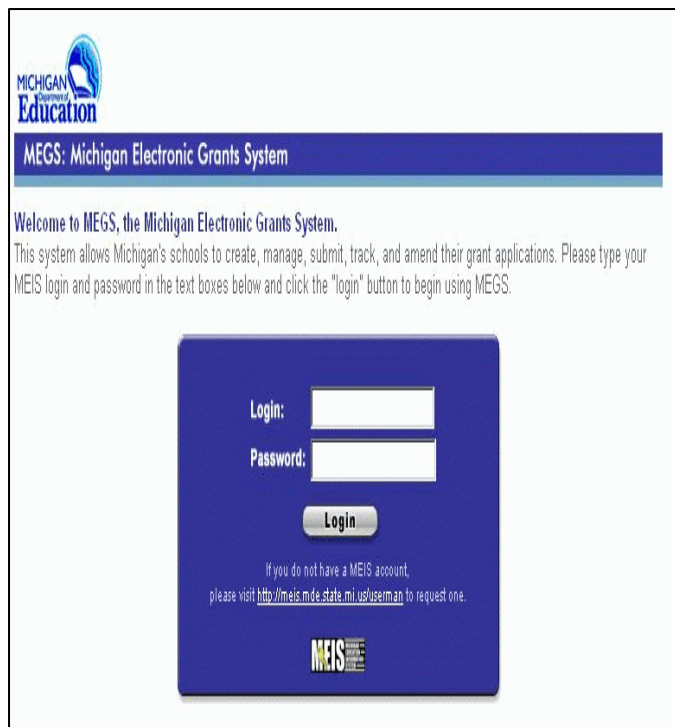
Remember: the MEIS password is case sensitive.

If you receive an error message that you have a valid MEIS account, but are not authorized in MEGS, contact your Authorized Official.

Need to reset your
password?
Call the MDE
Helpdesk:

(517) 335-0505

www.michigan.gov/meis

A screenshot of the MEGS (Michigan Electronic Grants System) login page. At the top left is the Michigan Department of Education logo. Below it is a blue banner with the text "MEGS: Michigan Electronic Grants System". The main content area has a light blue background and contains the following text: "Welcome to MEGS, the Michigan Electronic Grants System. This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your MEIS login and password in the text boxes below and click the 'login' button to begin using MEGS." Below this text is a dark blue login box with a white border. Inside the box, there are two white text input fields labeled "Login:" and "Password:". Below the fields is a grey "Login" button. At the bottom of the box, there is a small line of text: "If you do not have a MEIS account, please visit <http://meis.mde.state.mi.us/userman> to request one." and a small MEIS logo.

MEGS Authorization Structure

Level 5 - Authorized Officials

- Manage MEGS accounts for district/agency and add users to MEGS.
- Initiate, submit, amend and delete applications, amendments, and/or reports
- Access to all district/agency applications.

Level 4 - Application Administrators

- **Responsible for managing the application (GSRP Competitive).**
- Initiate assigned applications & start modifications or amendments.
- Assign other users to participate in the grant writing or review process.
- Notify Authorized Officials to submit applications, modifications and amendments
- Submit reports.

Initiating an Application

Only level 4s or 5s can initiate applications.

Main Menu

- Apply for FY 2008-2009 GSRP Competitive Grant(s).
- Select GSRP Competitive (FY – 2009) from the drop down list and click **Apply For A New Grant**.
- Click Apply.



User: Ms. Joshette S. Tkaczyk

Main Menu Help

Logout

Welcome to MEGS, Ms. Joshette S. Tkaczyk of Agate Head Start, bmaas@ajboggs.com, To update your email address click [here](#).

Initiate an Action

Make a selection in the drop down menu and then click

Initiate.

INITIATE

Additional Functions

- [Enter/Update Your GRIF](#)
- [Review Grant Applications](#)
- [Certification Menu](#)
- [Reports Due](#)

Maintain MEGS Accounts

- [Add Users to MEGS](#)
- [Contact Information](#)
- [Application Security Level\(s\)](#)
- [Edit Your Agency Information](#)
- [Edit Your Contact Information](#)

To view an application, click the **View / Edit** button. If you have additional questions about using MEGS, please click on the *Help* tab at the top of the page.



User: Ms. Joshette S. Tkaczyk

Main Menu Help

Logout

Welcome to MEGS, Ms. Joshette S. Tkaczyk of Agate Head Start, bmaas@ajboggs.com, To update your email address click [here](#).

Initiate an Action

MSRP Competitive (FY-2009) ▼

Make a selection in the drop down menu and then click **Initiate**.

INITIATE

Additional Functions

- [Enter/Update Your GRIF](#)
- [Review Grant Applications](#)
- [Certification Menu](#)
- [Reports Due](#)

Maintain MEGS Accounts

- [Add Users to MEGS](#)
- [Contact Information](#)
- [Application Security Level\(s\)](#)
- [Edit Your Agency Information](#)
- [Edit Your Contact Information](#)

To view an application, click the **View / Edit** button. If you have additional questions about using MEGS, please click on the **Help** tab at the top of the page.



User: Ms. Marjorie Klein

[Main Menu](#) [Help](#)

[Logout](#)

Welcome to MEGS, Ms. Marjorie Klein of Alger-Marquette CAB, mklein@amcab.org, To update your email address click [here](#).

Initiate an Action

There are no new applications available to initiate. Scroll down to find your applications.

Additional Functions

- [Head Start Data](#)
- [Enter/Update Your GRIF](#)
- [Review Grant Applications](#)
- [Certification Menu](#)
- [Reports Due](#)

Maintain MEGS Accounts

- [Add Users to MEGS](#)
- [Contact Information](#)
- [Application Security Level\(s\)](#)
- [Edit Your Agency Information](#)
- [Edit Your Contact Information](#)

To view an application, click the **View / Edit** button. If you have additional questions about using MEGS, please click on the *Help* tab at the top of the page.

[Click here to view all years applications](#)

Click the following links to navigate between grant sections in this page:

[MSRP Competitive](#)

MSRP Competitive

[Top](#)

Application #0607-3809 A1 Alger-Marquette CAB

Status: Amendment In Progress

Description: Project B0758C

Grants	Access Level	Granted By
MSRP Competitive	Authorized Official	

[VIEW / EDIT](#)

[DELETE AMENDMENT](#)

[VIEW REPORTS](#)

[VIEW HISTORY](#)

MSRP Competitive

[Top](#)

Application #0708-0230 Alger-Marquette CAB

Status: Application In Progress

Description: Project B0758C

Grants	Access Level	Granted By
MSRP Competitive Continuation	Authorized Official	

[VIEW / EDIT](#)

[DELETE APPLICATION](#)

[VIEW REPORTS](#)

[VIEW HISTORY](#)

[Back To Top](#)

[Back To Top](#)

Designate the Appropriate Application

- This form is used to designate the appropriate application.
- All continuing applicants will mark that application. Only pages for the Continuation Application will be available.
- This application is due no later than August 25, 2008.
- You will be asked to update information that changes.



User: Ms. Joshette S. Tkaczyk

[Main Menu](#) [Help](#)

[Logout](#)

The Grant(s) listed below is available for the following application: **MSRP Competitive**.

The Due Date for this application is: **Friday, August 01, 2008**.

Click on the circle(s) to make your selection(s) and then click the **Apply** button. Use the **Help** link for details on grant selection options.

Do Not Apply	Apply Now	Apply Later	Copy Previous Grant	Grant #	Name
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	095170	MSRP Competitive Initial/Expansion
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	095170	MSRP Competitive Continuation
<input type="button" value="APPLY"/>					



User: Ms. Joshette S. Tkaczyk

[Main Menu](#) [Help](#)

[Logout](#)

The Grant(s) listed below is available for the following application: **MSRP Competitive**.

The Due Date for this application is: **Friday, August 01, 2008**.

Click on the circle(s) to make your selection(s) and then click the **Apply** button. Use the [Help](#) link for details on grant selection options.

Do Not Apply	Apply Now	Apply Later	Copy Previous Grant	Grant #	Name
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	095170	MSRP Competitive Initial/Expansion
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	095170	MSRP Competitive Continuation

APPLY

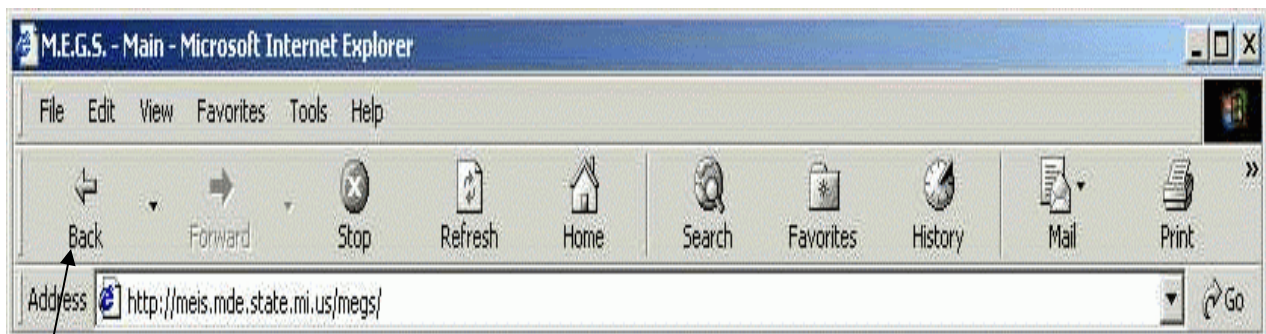
GSRP Competitive Walk Through

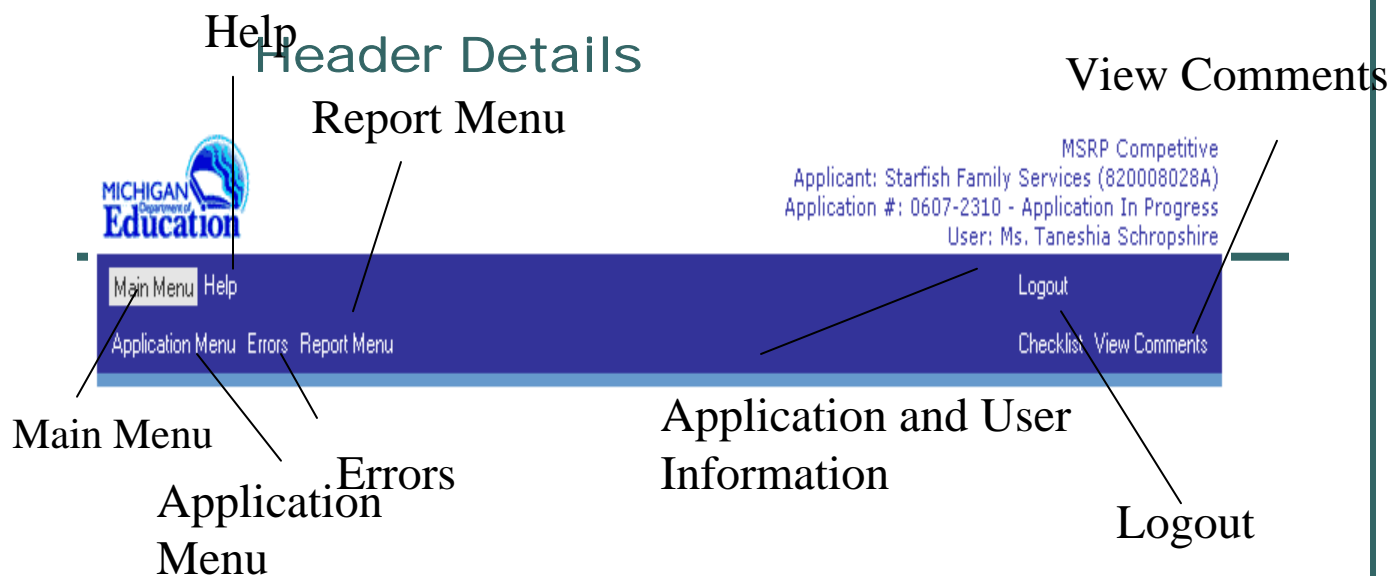
Application Menu

- Header Details
- Grant Information
- Management Activities
- General Information
- Budget Pages
- Program Information

Avoid the Back and Forward Buttons

Using the browser's **Back** and **Forward** buttons to go to a page is not the same as clicking a link to go to exactly the same page. The **Back** button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed. By using the **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the page. Avoid the **Back** and **Forward** buttons in order to always see the latest information.





- **Main Menu** – Returns the user to the page with all applications initiated by the user's agency.
- **Application Menu** – Returns the user to the "home page" for the application. A feature built into this link is a JavaScript menu that allows quick access to other parts of the application. This menu has links to budget pages and program information.
- **Help** – Takes the user to specific help information for each page. This feature is the first source of assistance for questions or problems that users might encounter.
- **Errors** – Tracks the progress of the application and alerts the user when any critical part is not completed. All errors must be addressed in order to submit the application.
- **Report Menu** – Takes the user to the Reporting Function for this application. Currently there are no reports available in MEGS for the GSRP Competitive application.
- **View Comments** – Takes the user to comments from MDE consultant. Can also make comments in return.
- **Logout** – Logs the user out of MEGS.
- **Application and User Information** – Indicates the application that is currently being worked on, the applicant agency, the application number, and the current user's name.

Main Menu Help

Logout

Application Menu Errors Report Menu

Checklist View Comments

SUBMIT APPLICATION





This "MSRP Competitive" application contains the following grant(s):

Grant	Apply Now/Later
MSRP Competitive Continuation	Apply Now

- The current status is **Application In Progress**
- This application is due on **Friday, August 01, 2008**
- [Important Information About the MSRP Competitive Application](#)
- [Assurances and Certifications](#)

Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES

-  [Control Access to this Application](#)
-  [Review Grant Selections](#)
-  [View a PDF of this application](#)
-  [View a blank PDF](#)

















GENERAL INFORMATION

-  [Grant Contact and Fiscal Agent Information](#)


BUDGET PAGES

-  [MSRP Competitive Continuation](#)

PROGRAM INFORMATION

-  [Project Abstract](#)
-  [Project Fact Sheet](#)
-  [Non-Profit Board of Directors](#)
-  [Narrative](#)
-  [Advisory Committee](#)
-  [Sub-Contract Agency](#)
-  [Site Description for Center-Based Programs](#)
-  [Classrooms for Center-Based Programs](#)
-  [Key Classroom Personnel](#)
-  [Home-Based Programs](#)
-  [Cluster Sites and Curriculum for Home-Based Projects Only](#)
-  [Professional Development](#)
-  [Professional Development Plan](#)
-  [Project Plan - Program Quality Goal](#)
-  [Project Plan - Parent Involvement Goal](#)
-  [Project Plan - Child Development Goal](#)

ATTACHMENTS

-  Miscellaneous (0)

SUBMIT APPLICATION

Assurances and Certifications

[PRINT WINDOW](#)[CLOSE WINDOW](#)

MEGS: Michigan Electronic Grants System

ASSURANCES AND CERTIFICATIONS

--STATE PROGRAMS--

ASSURANCE CONCERNING MATERIALS DEVELOPED WITH FUNDS AWARDED UNDER THIS GRANT

The grantee assures that the following statement will be included on any publication or project materials developed with funds awarded under this program, including reports, films, brochures, and flyers: "These materials were developed under a grant awarded by the Michigan Department of Education."

CERTIFICATION REGARDING NONDISCRIMINATION UNDER FEDERALLY AND STATE ASSISTED PROGRAMS

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education.

CERTIFICATION REGARDING TITLE II OF THE AMERICANS WITH DISABILITIES ACT (A.D.A.), P.L. 101-336, STATE AND LOCAL GOVERNMENT SERVICES (for Title II applicants only)

[Main Menu](#) [Help](#)

[Logout](#)

[Application Menu](#) [Errors](#) [Report Menu](#)

[Checklist](#) [View Comments](#)

[SUBMIT APPLICATION](#)





This "MSRP Competitive" application contains the following grant(s):

Grant	Apply Now/Later
MSRP Competitive Continuation	Apply Now


- The current status is **Application In Progress**
- This application is due on **Friday, August 01, 2008**
- [Important Information About the MSRP Competitive Application](#)
- [Assurances and Certifications](#)

Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES

-  [Control Access to this Application](#)
-  [Review Grant Selections](#)
-  [View a PDF of this application](#)
-  [View a blank PDF](#)

















GENERAL INFORMATION

-  [Grant Contact and Fiscal Agent Information](#)


BUDGET PAGES

-  [MSRP Competitive Continuation](#)

PROGRAM INFORMATION

-  [Project Abstract](#)
-  [Project Fact Sheet](#)
-  [Non-Profit Board of Directors](#)
-  [Narrative](#)
-  [Advisory Committee](#)
-  [Sub-Contract Agency](#)
-  [Site Description for Center-Based Programs](#)
-  [Classrooms for Center-Based Programs](#)
-  [Key Classroom Personnel](#)
-  [Home-Based Programs](#)
-  [Cluster Sites and Curriculum for Home-Based Projects Only](#)
-  [Professional Development](#)
-  [Professional Development Plan](#)
-  [Project Plan - Program Quality Goal](#)
-  [Project Plan - Parent Involvement Goal](#)
-  [Project Plan - Child Development Goal](#)

ATTACHMENTS

-  [Miscellaneous \(0\)](#)

[SUBMIT APPLICATION](#)

[Back To Top](#)

[Back To Top](#)

MANAGEMENT ACTIVITIES

Control Access to This Application Edit/Remove Users From Application

- Use the “Edit/Remove Users From This Application” table at the top of the page.
- Identify users to delete or to temporarily limit their access.
- To edit the user’s access, make the appropriate changes and click **Save**.
- To remove the user, click the box in the “Mark Remove” column to the left of the user’s name and click **Save**.
- The removed user will no longer have access to the application unless the user is given access again.

Assigned contacts are displayed on this page.



Main Menu Help

Logout

Application Menu Errors Report Menu

Checklist View Comments

CONTROL ACCESS TO THIS APPLICATION

Instructions: Authorized users can use this section to add, edit, or delete existing users in this application.

- **Add Users.** Click the [Jump to Add Users to Application](#) link. Follow instructions to add users with MEIS numbers.
- **Assign Grant Contact(s).** Assign grant contact(s) using the drop down box to the right of the user's name.
- **Remove Users.** Stop access to this grant application by removing users from the application. Check the **All** box in the **Mark Remove** column or remove individuals by checking their individual record, and Saving the page.
- **Temporarily prevent access to the grant.** Stop users from having access to the grant, without deleting them. Use the Inactivate column to set an inactive date in the **Date Active/Inactive** column. Caution: MEIS access will stop on the inactive date.
- **Update Security Levels.** Use the drop-down menus in the **User** column to update application security levels.
- Access user information, including phone and email, by clicking their name.
- Click **Save** to retain all changes.

To view all assigned users, select the view option of **ALL** and click **Go**.

To change the view mode, select the view option and click go. All GO

[Contact Information Download](#)

[Jump to Add Users to this Application](#)

Edit/Remove Users From This Application						SAVE	CANCEL
Mark Remove All <input type="checkbox"/>	Mark Inactive All <input type="checkbox"/>	Mark Active All <input type="checkbox"/>	User	Grant Contacts	Date Active/ Inactive	Assigned By	
			Tkaczyk, Joshette Agate Head Start Authorized Official	Main Contact <input type="button" value="v"/>			
						SAVE	CANCEL

- In the **User** column enter the MEIS Account #, specify the application security level, and if applicable, assign the new user as an application contact.
- Dates of activity are optional. Specify starting and ending dates in the **Date Active** and **Date Inactive** columns for each new user.
- Click **Save** to retain all changes.

[Show All Rows](#)

[Jump to Edit/Remove Users from this Application](#)

Add Users to this Application				SAVE	CANCEL
User	Grant Contacts	Date Active	Date Inactive		
MEIS Account #: <input type="text"/>	<input type="button" value="v"/>	6/19/2008	<input type="text"/>		
Security Level: Level 1 (Viewer) <input type="button" value="v"/>					
MEIS Account #: <input type="text"/>	<input type="button" value="v"/>	6/19/2008	<input type="text"/>		
Security Level: Level 1 (Viewer) <input type="button" value="v"/>					
MEIS Account #: <input type="text"/>	<input type="button" value="v"/>	6/19/2008	<input type="text"/>		
Security Level: Level 1 (Viewer) <input type="button" value="v"/>					
				SAVE	CANCEL

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GENERAL INFORMATION

Grant Contact and Fiscal Agent Information

To Assign or Change the Main Contact:

- Go to the Control Access link to make the assignment.
- When the assignment is saved, the user will be displayed on the Grant Contact and Fiscal Agent Information page.

Fiscal Agent's Information:

- *Fiscal Agent Information comes from the School Code Master(SCM).*
- *MEGS gets latest updates from the SCM.*



[Main Menu](#) [Help](#)

[Logout](#)

[Application Menu](#) [Errors](#) [Report Menu](#)

[View Comments](#)

GRANT CONTACT AND FISCAL AGENT INFORMATION

Instructions: This page displays information for the assigned contacts for this grant. The page also displays the fiscal agent contact information that will be used on the grant cover page.

- To add or update your grant contacts, use the **Control Access to this Application** link on the Application Menu.
- To update fiscal agent information, an Authorized Official must use the **Edit Your Agency Information** link on the Main Menu.

[Change Main Contact for this Agency](#)

Application Main Contact			
Name	Title	Phone	Email Address
Ms. Joshette S. Tkaczyk	Title of Josh	(517) 336-2506	bmaas@ajboggs.com

[Assign the Secondary Contact for this Grant Program](#)

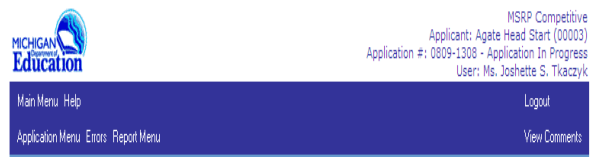
Fiscal Agent	
Legal Name	Agate Head Start
Superintendent	
FEIN	
Recipient/District Code	00003
Building Code	00000
Address 1	2727 Alliance Dr.
Address 2	Suite 1
City	Lansing
State	Michigan
Zip Code	48910
County	Ingham
Agency Type	ISD
Phone	Ext
Fax	Ext
E-mail	a@b.com

MANAGEMENT ACTIVITIES

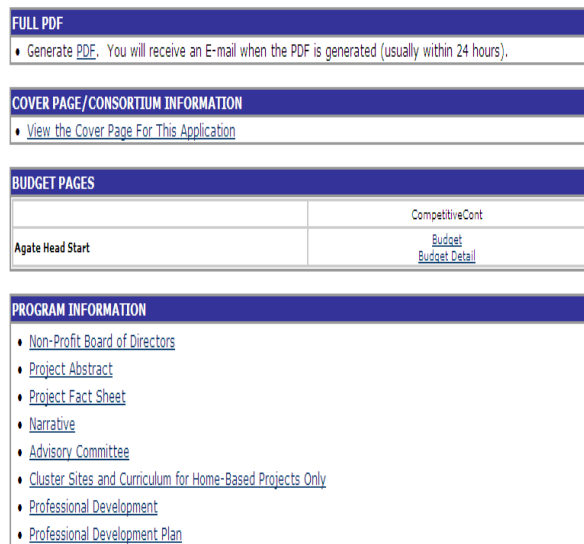
View a PDF of the Application

Generating PDF's of the Application

- Once data is saved, the individual pages can be printed in PDF format.
- The entire GSRP Competitive Application is generated overnight and can be saved as a PDF file on the desktop.



Click on one of the links below to view a PDF of part of the application.



RETURN TO PREVIOUS PAGE

MANAGEMENT ACTIVITIES

View a Blank PDF

Michigan Department of Education
MICHIGAN SCHOOL READINESS PROGRAM
OFFICE OF EARLY CHILDHOOD EDUCATION AND FAMILY SERVICES
P.O. Box 30008
Lansing, Michigan 48909

AUTHORITY: Section 321 of the State School Act.

COMPLETION: Voluntary (Consideration for funding will not be possible if form is not filed).

Direct questions regarding this form to Early Childhood Education and Family Services at (517) 373-8483.

MANAGEMENT ACTIVITIES

- [Control Access to this Application](#)
- [Review Grant Selections](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

2006-2007 STATE AID GRANT APPLICATION FOR
THE MICHIGAN SCHOOL READINESS PROGRAM

APPLICANT	Name of District/Public School Academy		District Code
	Address		
	City	State	Zip Code
	County	Telephone Number	Fax Number

CONTACT PERSON	Name of Contact Person		
	Email Address	Telephone Number	Fax Number

SECONDARY CONTACT	Name of Secondary Contact	
	Email Address	Telephone Number

- You can print a copy of the blank form.

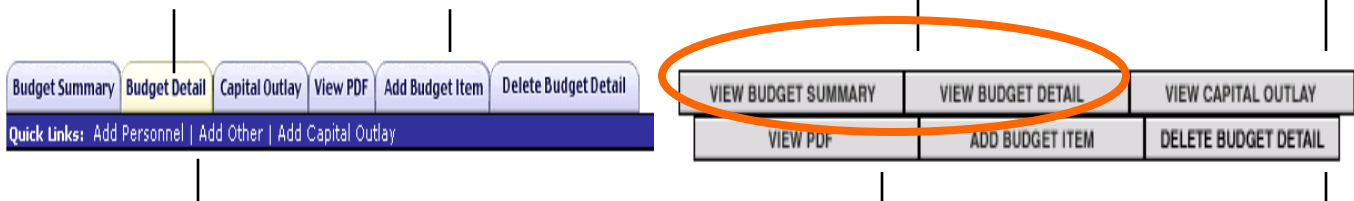
BUDGET PAGES

Budget Navigation

The yellow tinted button denotes the page that the user is currently on

The blue tinted buttons denote pages that are available to navigate to

Clicking these buttons will take the user to the corresponding page



The quick links are available on the dark blue button bar

The View PDF button will generate a PDF for the current grant source

Budget Tabs and Quick Links

These features allow for easy navigation between the budget pages:

- The tabs are color-coded for easy recognition.
- The yellow tinted tab signifies the current page.
- The **View PDF** tab will display a PDF of the current budget page.

Quick links are located beneath the budget tabs and take the user to pages where multiple budget items can be added.

[Main Menu](#) [Help](#)

[Logout](#)

[Application Menu](#) [Errors](#) [Report Menu](#)

[Checklist](#) [View Comments](#)





[SUBMIT APPLICATION](#)

This "MSRP Competitive" application contains the following grant(s):


Grant	Apply Now/Later
MSRP Competitive Continuation	Apply Now
<ul style="list-style-type: none"> The current status is Application In Progress This application is due on Friday, August 01, 2008 Important Information About the MSRP Competitive Application Assurances and Certifications 	

Please click on the links below to begin/continue completing your application.


MANAGEMENT ACTIVITIES

-  [Control Access to this Application](#)
-  [Review Grant Selections](#)
-  [View a PDF of this application](#)
-  [View a blank PDF](#)


GENERAL INFORMATION

-  [Grant Contact and Fiscal Agent Information](#)


BUDGET PAGES

-  [MSRP Competitive Continuation](#)

PROGRAM INFORMATION

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-  [Non-Profit Board of Directors](#)
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-  [Sub-Contract Agency](#)
-  [Site Description for Center-Based Programs](#)
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-  [Key Classroom Personnel](#)
-  [Home-Based Programs](#)
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-  [Professional Development](#)
-  [Professional Development Plan](#)
-  [Project Plan - Program Quality Goal](#)
-  [Project Plan - Parent Involvement Goal](#)
-  [Project Plan - Child Development Goal](#)

ATTACHMENTS

-  [Miscellaneous \(0\)](#)

[SUBMIT APPLICATION](#)

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Budget Pages

Budget Summary

- **The 2008 budget will automatically drop in.**
- Only the function codes listed are allowed for GSRP Competitive.
- The budget totals are displayed with function codes along the left side and object codes across the top.
- Budget totals are changed automatically when new budget items are added to the grant.
- Enter contact Information.

BUDGET PAGES

Add/Edit/Delete Budget Item

Budget Summary
Budget Detail
Capital Outlay
View PDF
Add Budget Item

Quick Links: [Add Personnel](#) | [Add Other](#) | [Add Capital Outlay](#)

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
23000	042110		04.207	Regular	7/1/2003		2004

ADD ITEM

Cohort B 21st CCLC Budget Item for Eaton ISD

Select the appropriate Function Code for this budget item: Indicate if budget item represents local agency share.

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Enter the dollar amount associated with the budget item. Enter an amount in only **one** box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the Quick Link: Add Capital Outlay.

Salaries (1000)

Benefits (2000)

Purchased Services (3000, 4000)

Supplies & Materials (5000)

Other Expenses (7000, 8000)

\$

\$

\$

\$

\$

If Salaries, enter the FTE or Hours:

FTE

Hours

Add a Budget Item:

- Click the **Add Budget Item** tab.
- Read directions on page.
- Select function code.
- Provide a description of the budget item.
- Enter amount(s) in the box(s) beneath the appropriate Object Code(s).
- Local Agency Share requires a separate entry.

Edit a Budget Item:

- Use Edit Budget Detail link **or**
- Access from Budget Detail

Delete Budget Item:

- Use Delete Budget Detail link
- Delete from Update Item page



Main Menu Help

Logout

Application Menu Errors Report Menu

View Comments

MSRP COMPETITIVE CONTINUATION BUDGET SUMMARY

Instructions:

- To add a budget item, click the **Add Budget Item** tab or the appropriate Quick Link.
- To view the budget detail, click the **Budget Detail** tab.
- To add consortium/grant member budget items or view their budget details (if applicable), click on the underlined agency name.
- Add the name of your business and program representatives with phone numbers and click **Save**.

Budget Summary	Budget Detail	Capital Outlay	View PDF	Add Budget Item				
Quick Links: Add Personnel Add Other Add Capital Outlay Download Budget Detail								
District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year	
00003	095170		N/A - State Program	Regular	10/01/2008	09/30/2009	2009	
MSRP Competitive Continuation Budget Summary for Agate Head Start							SAVE CANCEL	
Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	TOTAL
110	Instruction - Basic Programs							
210	Support Services - Pupil							
220	Support Services - Instructional Staff							
230	Support Services - General Administration							
240	Support Services - School Administration							
250	Support Services - Business							
260	Operation and Maintenance of Plant							
270	Pupil Transportation Services							
280	Support Services - Central							
290	Support Service - Other							
300	Community Services							
400	Outgoing Transfers & Other Transactions							
	TOTAL						\$0	\$0

CONTACT INFORMATION			
Business Office Representative: Name:	afdsfads	Phone: (555) 555-5555	Ext:
Project Contact Person: Name:	asdfg	Phone: (555) 555-5555	Ext:

SAVE

CANCEL

VIEW BUDGET SUMMARY

VIEW BUDGET DETAIL

VIEW CAPITAL OUTLAY

VIEW PDF

ADD BUDGET ITEM

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BUDGET PAGES

Budget Detail

- Budget Detail page is an in-depth look at all budget items.
- Includes Local Agency Share.
- Each budget item is listed by function code with the description.
- As items are entered into the system, this page is automatically updated and displays the totals.
- Item description is a link to the page where the entry can be edited.



[Main Menu](#) [Help](#)

[Logout](#)

[Application Menu](#) [Errors](#) [Report Menu](#)

[View Comments](#)

MSRP COMPETITIVE CONTINUATION BUDGET DETAIL
FOR AGATE HEAD START

Instructions:

- This page lists all of the items included in the Budget Summary for the agency whose name is listed below in the tab menu bar.
- To add a budget item, click the [Add Budget Item](#) tab or button.
- To edit or delete a budget item, click the underlined description of the item.
- To delete all the budget detail, click the [Delete Budget Detail](#) tab or button.

Budget Summary	Budget Detail	Capital Outlay	View Landscape PDF	Add Budget Item	Edit Budget Detail	Delete Budget Detail
--------------------------------	-------------------------------	--------------------------------	------------------------------------	---------------------------------	------------------------------------	--------------------------------------

Quick Links: [Add Personnel](#) | [Add Other](#) | [Add Capital Outlay](#) | [Download Budget Detail](#)

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
00003	095170		N/A - State Program	Regular	10/01/2008	09/30/2009	2009

Grant Budget Items

230 Support Services - General Administration

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
233	Grant Writer								
	Sub-Total								
	Total								

VIEW BUDGET SUMMARY		VIEW BUDGET DETAIL		VIEW CAPITAL OUTLAY			
VIEW LANDSCAPE PDF		ADD BUDGET ITEM		EDIT BUDGET DETAIL		DELETE BUDGET DETAIL	

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Submission of the GSRP Competitive Grant Errors



Application Contacts
• Please assign a Main Contact

The following Budget(s) do not have Contact Information.
• MSRP Competitive

- MEGS performs a check for technical errors and will present the information on this page.
- Run the error checking until the screen indicates:

No errors have been detected in this application.



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[Checklist](#) [View Comments](#)

[SUBMIT APPLICATION](#)

This "MSRP Competitive" application contains the following grant(s):

Grant	Apply Now/Later
MSRP Competitive Continuation	Apply Now
<ul style="list-style-type: none">The current status is Application In ProgressThis application is due on Friday, August 01, 2008Important Information About the MSRP Competitive ApplicationAssurances and Certifications	

Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES

- [Control Access to this Application](#)
- [Review Grant Selections](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

GENERAL INFORMATION

- [Grant Contact and Fiscal Agent Information](#)

BUDGET PAGES

- [MSRP Competitive Continuation](#)

PROGRAM INFORMATION

- [Project Abstract](#)
- [Project Fact Sheet](#)
- [Non-Profit Board of Directors](#)
- [Narrative](#)
- [Advisory Committee](#)
- [Sub-Contract Agency](#)
- [Site Description for Center-Based Programs](#)
- [Classrooms for Center-Based Programs](#)
- [Key Classroom Personnel](#)
- [Home-Based Programs](#)
- [Cluster Sites and Curriculum for Home-Based Projects Only](#)
- [Professional Development](#)
- [Professional Development Plan](#)
- [Project Plan - Program Quality Goal](#)
- [Project Plan - Parent Involvement Goal](#)
- [Project Plan - Child Development Goal](#)

ATTACHMENTS

- [Miscellaneous \(0\)](#)

[SUBMIT APPLICATION](#)

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AGATE HEAD START (00003)

PROJECT ABSTRACT

Has this page been updated since last year? Has Not Been Reviewed

Instructions: Organize the Project Abstract using the following categories.

Statement of Needs: (Include target population(s).)

7 of 2000 Characters

Description of Project: (Serves as a summary.)

7 of 2000 Characters

Project Plan: (Summarize.)

7 of 2000 Characters

Qualification of Key Personnel:

7 of 2000 Characters

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AGATE HEAD START (00003)

PROJECT FACT SHEET

Instruction: Please complete this page.

1. Number of Half Day Children to be Served:
2. Number of Full Day Children to be Served:
3. Total Amount Requested: \$
(at \$3,400 per child):
4. Beginning Date of Program:
5. Ending Date of Program:
6. Number of Weeks of Program:

DELIVERY MODEL

☐ Home Based

Number of Children:

Number of Home Visitors:

☐ Center Based

Number of Children:

Number of Lead Teachers:

Number of Sessions

A.M. P.M. Full Day

Number of Teaching Staff

A.M. P.M. Full Day

SCHEDULE OF OPERATION

☐ Four Days/ week

Check all that apply ☐ M ☐ T ☐ W ☐ TH ☐ F

Hours of operation

☐ Five Days/week

Hours of operation

☐ Alternative Schedule

Check all that apply ☐ M ☐ T ☐ W ☐ TH ☐ F

Hours of operation

☐ Migrant/Seasonal

Hours of Operation

Months of Operation

Check all that apply

☐ Apr ☐ May ☐ June ☐ July ☐ August ☐ September ☐ October ☐ November

Other

CHECK SPELLING SAVE DELETE

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AGATE HEAD START (00003)

NARRATIVE

Instructions. Please complete this page. Click Save and MEGS will complete the number of slots allocated last year.

Continued Need of this service

- The number of slots allocated last year is:
- Number of children served 2007-2008
- Describe the plan for recruitment and enrollment. Include a description of the effort of competitive MSRP, district/PSA MSRP, and Head Start programs to collaborate to ensure all eligible four year olds have access to a program. Outline the barriers to recruitment and the steps that will be taken to overcome these.

0 of 2000 Characters

- Describe the catchment area: Note: Programs must not deviate from the catchment area indicated in the original/application without prior approval from the department.

0 of 2000 Characters

- Parent Involvement Efforts:
 - Describe efforts made to involve parents in the program, including in decision-making roles.
 - Identify barriers, if any, to successful involvement and changes to be implemented to overcome these problems.

0 of 2000 Characters

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AGATE HEAD START (00003)

ADVISORY COMMITTEE

Instructions: This chart identifies the number of agencies represented on the advisory committee and the frequency of the committee meetings. Please provide specific information regarding the number of parents and community agency representatives in the corresponding row. **NOTE: In a competitive MSRP, legislation requires the committee to include at least one parent or guardian for every 18 children enrolled with a minimum of two parent or guardian representatives.**

	<u>Number of Committee Members</u>
Community Advisory Committee	<input type="text"/>
Department of Human Services (DHS) -formerly FIA	<input type="text"/>
Community Health Services	<input type="text"/>
Local School Districts/Local School Academies	<input type="text"/>
Head Start	<input type="text"/>
Local Early Childhood Programs	<input type="text"/>
Community Coordinated Child Care (4C's)	<input type="text"/>
Michigan School Readiness Program Parents	<input type="text"/>
Other (specify): <input type="text"/>	<input type="text"/>

How often does the Advisory Committee meet?

Does the committee work include reviewing those items outlined in legislation as the responsibilities of the advisory committee?

(See Help Detail) ☐ Yes ☐ No

Describe the role of MSRP parents on the county-wide Advisory Committees.

Describe any additional decision-making committees in the local program in which MSRP parents participate.

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AGATE HEAD START (00003)

SITE DESCRIPTION FOR CENTER-BASED PROGRAMS

Instructions:

- Enter the information for a site, and click **Save**.
- To enter an additional site, click **Add**, enter the required information, then click **Save**.

 Site Name

 Site Address

 City

 State

 Zip Code

 License Approval Number

 License Capacity

 License Effective Date (mm/dd/yyyy)

 License Expiration Date (mm/dd/yyyy)

 Number of MSRP Rooms

If license expired or pending, explain status:

0 of 250 Characters

Early Childhood Specialist

 Name of Early Childhood Specialist:

 Master's Degree in Early Childhood Education or Child Development: ☐ Yes

 Major:

 E-mail address:

 Telephone:

 Mailing Address:

Curriculum

 Research based, comprehensive curriculum and model/approach:

If curriculum other than above will be used, please describe. The description is limited to the space provided.

0 of 200 Characters

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AGATE HEAD START (00003)

CLASSROOMS FOR CENTER-BASED PROGRAMS

Instructions:

- Enter the information for a classroom and click **Save**.
- To enter an additional classroom, click **Add**, enter the required information, then click **Save**.

Classroom/session name:

Site:

Hours of:

	From	To	No. of MSRP Children/Room
A.M. Session	<input type="text"/>	<input type="text"/>	<input type="text"/>
P.M. Session	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Day Session	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alternative Session	<input type="text"/>	<input type="text"/>	<input type="text"/>

Wrap-Around Hours ☐ Yes ☐ No

Name of Teacher

Name of Associate Teacher

Paraprofessional ☐ Yes

ADD

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AGATE HEAD START (00003)

KEY CLASSROOM PERSONNEL

Instructions:

- Identify all teaching personnel. Check the appropriate box for the relevant education or training. If "Other," please specify. Click **Save**.
- For an additional page, click **Add**, enter the information, then click **Save**.

Classroom:

Site:

Lead Teacher

Name of Lead Teacher:

Date of Hire:

Degree/Program/Certification

☐ Teaching Certification Expiration Date:

☐ ZA Endorsement,

☐ CDA Credential, Expiration Date:

☐ Bachelor's in Child Development or ECE

☐ Other (Specify):

Compliance Plan Needed ☐ Yes ☐ No

Associate Teacher

Name:

Date of Hire:

Degree/Program/Certification

☐ CDA Credential, Expiration Date:

☐ Associate's degree or higher in Child Development or ECE

☐ Has at least one child development class

☐ Other (Specify):

Compliance Plan Needed ☐ Yes ☐ No

Programs that have an Early Childhood Specialist or teaching staff who do not meet requirements must describe the compliance plan below.

0 of 500 Characters

Paraprofessional/Volunteers, including parents

ADD

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AGATE HEAD START (00003)

HOME-BASED PROGRAMS

Instructions:

If the program includes Home-Based slots, complete this page and **Save**. If additional pages are needed, click **Add**.

1. Early Childhood Specialist

Name of Early Childhood Specialist:

Master's Degree in early childhood education, child development, family life education, adult education or related field with interdisciplinary training in both working with young children and with adult family members. ☐ Yes

Major:

E-mail address:

Telephone:

Mailing Address:

2. Home Visits

Home Visitor:

Number of MSRP children seen on this home visitor's caseload:

3. For Home-Based Model (please check all that apply)

☐ a. Associate's or Bachelor's Degree in Child Development, Early Childhood Education, Family Life Education, Parenting, Social Work, or related field.

☐ b. Child Development Associate credential (CDA)

c. Date of Hire:

Compliance Plan Needed ☐ Yes ☐ No

Programs that have an Early Childhood Specialist or teaching staff who do not meet requirements must describe the compliance plan below.

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AGATE HEAD START (00003)

CLUSTER SITES AND CURRICULUM FOR HOME-BASED PROJECTS ONLY

Instructions:

Cluster activities are required for the continuation years 2 and 3. Indicate the location of each cluster meeting site, and the month(s) in which each site will be used.

	Location of Site	Month
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>
13.	<input type="text"/>	<input type="text"/>
14.	<input type="text"/>	<input type="text"/>
15.	<input type="text"/>	<input type="text"/>

Curriculum:

If other, describe:

0 of 250 Characters

Describe a home visit:

0 of 2000 Characters

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AGATE HEAD START (00003)

PROFESSIONAL DEVELOPMENT

Instructions:

Please complete this page.

1. Describe professional development activities including a plan to increase skills and awareness specific to early childhood development, working with children who have special needs, best practices, the designated curriculum and child assessment tool.

0 of 1500 Characters

2. Describe the role of the Early Childhood Specialist in promoting continuous improvement including professional development. How often does this individual observe the program? Provide feedback? Train Staff? Meet and provide support to teaching staff?

0 of 1500 Characters

3. Describe the use of the PQA findings and child assessment results in improving the program.

0 of 1500 Characters

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AGATE HEAD START (00003)

PROFESSIONAL DEVELOPMENT PLAN

Instructions:

- Identify conferences/workshops where asked.
- Complete this form by checking the box next to the professional development opportunities that staff will be able to attend. Identify **by title** who will receive the training. (CHECK ALL THAT APPLY)
- Click **Save**.
- If an additional page is required, click **Add**.

Check Box	Professional Development Opportunities	Who will attend? (list by title only, e.g. Administrator, Early Childhood Specialist, Teacher, Associate Teacher, Home Visitor)
<input type="checkbox"/>	Michigan Collaborative Early Childhood Conference	
<input type="checkbox"/>	MiAEYC Annual Conference	
<input type="checkbox"/>	MiAEYC Early Childhood Seminars	
<input type="checkbox"/>	National Conferences(specify below)	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>	Regional or other forms of training, including in-service training by MDE consultants, by local agencies or the applicant agency, college course work, etc. (Specify below).	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
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AGATE HEAD START (00003)

PROJECT PLAN - PROGRAM QUALITY GOAL

Instructions: This page is used to clearly define a program goal and objectives. Include activities/tasks, staff responsibility, the strategy used to measure the accomplishment of anticipated outcomes, and a timeline for completion. See **Help** prior to completing this page.

SAVE each section after completing each text box.

Site:

Program Quality Goal: Identify a Program Quality Assessment (PQA) item, current score and desired outcome/PQA score. Goals may not be generated on legislative requirements of the grant.

0 of 1500 Characters

Objectives: PQA indicators to achieve or to strengthen to a level 5 score. Refer to item 2 on the Help Example.

0 of 1500 Characters

Activities/Tasks/Staff/Parents: Include teacher training, classroom materials and curriculum strategy. Refer to items 5 and 6 on the Help Example.

0 of 1500 Characters

Timelines: Refer to item 7 on the Help Example.

0 of 1500 Characters

Measurement Strategies: How will you evaluate the effectiveness of the change? Refer to item 8 on the Help Example.

0 of 1500 Characters

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AGATE HEAD START (00003)

PROJECT PLAN - PARENT INVOLVEMENT GOAL

Instructions: This page is used to clearly define a parent involvement goal and objectives for classroom and home-based MSRP services. Include activities/tasks, staff responsibility, the strategy used to measure the accomplishment of anticipated outcomes, and a timeline for completion. See **Help** prior to completing this page.

SAVE each section after completing each text box.

Site:

Parent Involvement Goal: Identify a Program Quality Assessment (PQA) item, current score and desired outcome/PQA score. Goals may not be generated on legislative requirements of the grant.

0 of 1500 Characters

Objectives: PQA indicators to achieve or to strengthen to a level 5 score. Refer to item 2 on the Help example.

0 of 1500 Characters

Activities/Tasks/Staff/Parents: Include teacher training, classroom materials and curriculum strategy. Refer to items 5 and 6 on the Help Example.

0 of 1500 Characters

Timelines: Refer to item 7 on the Help Example.

0 of 1500 Characters

Measurement Strategies: How will you evaluate the effectiveness of the change? Refer to item 8 on the Help Example.

0 of 1500 Characters

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AGATE HEAD START (00003)

PROJECT PLAN - CHILD DEVELOPMENT GOAL

Instructions: This page is used to clearly define a child development goal and objectives. Include activities/tasks, staff responsibility, the strategy used to measure the accomplishment of anticipated outcomes, and a timeline for completion. See **Help** prior to completing this page.

Save each section after completing each text box.

Site:

Check the ongoing observational assessments used:

☐ Child Observation Record (COR)

☐ Creative Curriculum

☐ Work Sampling

☐ Other (explain):

Domain identified:

Desired score:

Aggregate score:

Child Development Goal: Using a research-based comprehensive child assessment tool, identify a domain for improvement and an accompanying indicator, report an aggregate score and desired outcome. Refer to HELP Example, Steps 1 and 2.

0 of 1500 Characters

Objectives: Refer to Help Example, step 3.

0 of 1500 Characters

Activities/Tasks/Staff/Parents: Refer to Help Example, step 5.

0 of 1500 Characters

Timelines: Refer to Help Example, step 6.

0 of 1500 Characters

Measurement Strategies: How will you evaluate the effectiveness of the change? Refer to Help Example, step 6.

0 of 1500 Characters

ADD

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Submission of the GSRP Competitive Grant Submission

To Submit an Application:

- Notify Authorized Official (AO), Level 5.
- AO clicks the **Submit Application** button.
- Conditions page will be displayed.
- After reading and agreeing with the conditions, click the **I Agree** button.
- MEGS will display a confirmation page.
- MEGS will notify the identified administrator and the application Main Contact by email the application has been received by MDE.

MSRP Competitive
Applicant: Starfish Family Services (820008028A)
Application #: 0607-2310 - Application In Progress
User: Ms. Taneshia Schropshire

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SUBMIT APPLICATION

This "MSRP Competitive" application contains the following grant(s):

Grant	Apply Now/Later
MSRP Competitive	Apply Now

- The current status is **Application In Progress**
- This application is due on **Thursday, December 21, 2006** to obtain earliest beginning date
- [Assurances and Certifications](#)

Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES

- [Control Access to this Application](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

GENERAL INFORMATION

- [Grant Content and Fiscal Agent Information](#)

BUDGET PAGES

- [MSRP Competitive](#)

PROGRAM INFORMATION

- [Project Fact Sheet](#)

ATTACHMENTS

- [Miscellaneous](#)

SUBMIT APPLICATION

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[View Comments](#)

The errors shown below have been detected in your application. Click each underlined link to go to the page where that error is found:

Budget Items

- [Agate Head Start: Grant Writer](#) - Budget item must have a non-zero value.

General Information / Program Information

- [Project Fact Sheet](#) Please complete this page.
- [Project Plan - Program Quality Goal](#) Please complete this page.
- [Project Plan - Parent Involvement Goal](#) Please complete this page.
- [Project Plan - Child Development Goal](#) Please complete this page.
- [Project Abstract: Agate Head Start - \[UNTITLED\]](#) You must review all pages brought forward from last year's application.
- [Narrative](#) Please complete this page.
- [Advisory Committee](#) Please complete this page.
- [Professional Development](#) Please complete this page.
- [Professional Development Plan](#) Please complete this page.
- [Non-Profit Board of Directors](#) Please complete this page.

Required Documents

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Application Status Levels

- Status levels are used to track applications within MEGS and are applied at every step of the process.
- There are two distinct status categories: Applicant and Consultant.
- Applicant status levels that are “in progress” allow the user full access to the application. Submission will “lock” the application to further changes.
- Consultant status levels are used to show the level of review or to return the application (e.g. *Modifications Required*) to the user.

Application Status Levels

Applicant Set Status Levels

Application In Progress
Application Submitted
Modifications In Progress
Modifications Submitted
Amendment In Progress
Amendment Submitted
Report In Progress
Report Submitted

Consultant Set Status Levels

Review In Progress
Modifications Required
Program Office Review Complete
Grant Funds Available

Viewing Comments

To View General Comments:

- Click the **View Comments** link in the header of the page.

- A separate pop-up window opens and displays the comments for that page.

Michigan Department of Education
Freedom To Learn
Applicant: Detroit City School District (2011)
Application #: 0304-252 - Application In Progress
User: Ms. Carolyn Starkey

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SUBMIT APPLICATION

This "Freedom To Learn" application contains the following grant(s):
Grant: Application Later
Freedom To Learn
Apply Now

- The current status is **Application In Progress**
- Technology Plan Expiration Date: Friday, June 30, 2006
- This agency met its Gun-Free Schools Act reporting requirement for the 2003-04 school year by submitting the SRSD End of Year Report (CEP)
- Important Information About the Freedom To Learn Application
- Assurance of Confidentiality

Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES

- Control Access to this Application
- Review Grant Selections

GENERAL INFORMATION

- Grant Contact and Fiscal Agent Information
- Add/Review Schools
- Non-Public School Participation
- TL Surveys
- TL Readiness Public
- TL Budget Options
- Freedom to Learn Board Resolution
- Freedom to Learn Acceptable Use Agreement

BUDGET PAGES

- Freedom To Learn

PROGRAM INFORMATION

- TL Narrative Questions

CHECK LIST
for
**Agate Head Start
MSRP Competitive
#0809-1308**

PRINT

- ☐ Administrative Review Complete
- ☐ Modifications Required
- ☐ Program Office Review Complete
- ☐ Review in Progress

SAVE

PRINT

General Comments

Comments to Consultant

SAVE CANCEL CLEAR

Project Abstract

Comments to Consultant

SAVE CANCEL CLEAR

Modifications Process

Modifications Required:

The **Modify Application** button will be lit-up.

Levels 4 and 5 can click **Modify Application** to begin revising the application, which changes the status to *Modifications in Progress*.

Once the status is *Modifications in Progress*, additional changes are made by clicking the **View/Edit** button.

Changes made to the application are shown by clicking the **Modifications Summary** link on the Application Menu.

Level 5s can submit the modified application by clicking the **Submit Modifications** button on the Application Menu.

Resources

❖ Judy Levine 517-373-8664

levinejd@michigan.gov

❖ Gary Schafer 517-335-2875

schafergl@michigan.gov

Patti Higinbotham 517-241-4294

higinbothamp@michigan.gov

“The prime purpose of being four is to enjoy being four - of secondary importance is to prepare for being five.”

~Jim Trelease, *The Read-Aloud Handbook*, 1985

